# BCA logoBlind Citizens Australia

# Position Description

# Member: National Policy Council

## 1. Introduction:

Blind Citizens Australia (BCA) is the national association of Australians who are blind or vision impaired. Our mission is to achieve equity and equality by our empowerment, by promoting positive community attitudes, and by striving for high quality and accessible services which meet our needs.

The affairs of BCA are managed by the Board of Directors (Board) which may, subject to the Constitution establish sub-committees to support its governance and policy development functions.

The National Policy Council (NPC) is a Board sub-committee which has been established to advise the Board on the views of BCA members on matters of Public Policy.

The NPC and its members do not have a role in responding to external requests for BCA's position on particular matters as this is the province of the Chief Executive Officer and staff, nominated "external representatives" and where appropriate the President or other nominated Director.

## 2. NPC Purpose and Functioning:

The NPC serves as an internal advisory body to the Board with responsibility for the development and review of BCA's various Public Policies - the organisation's agreed policy positions in relation to the needs and aspirations of people who are blind or vision impaired.

The work of the NPC is determined through a process that involves referral of specific assignments by the Board. This process does not however preclude the NPC or Chief Executive Officer from recommending to the Board identified needs and workload priorities that might be addressed by the NPC.

## 3. Informing the NPC Process:

The NPC's processes in developing and reviewing BCA Public Policies include:

* Reference to the BCA Strategic Plan;
* Consultation with BCA Directors;
* Consultation with the BCA Chief Executive Officer and relevant staff members;
* Consultation with BCA members who represent the organisation in relevant external forums;
* Gathering of information on related policies of other organisations which bear upon the policy under consideration, to learn the extent to which such policies may align or differ;
* Consideration of recommendations from National and State Conventions and other member forums;
* Consultation with the general membership through BCA Branches, various communications media and directly.

## 4. Composition of the NPC

NPC membership includes:

* The Chair, being a Director, appointed to this role by the Board;
* Two other Board members, appointed to the role by the Board;
* One Representative from each State, who shall be chosen by the full members of that State;
* Up to two co-opted members appointed by the Board at its discretion; and
* The BCA Chief Executive Officer, or equivalent, who shall serve as a non-voting member of the NPC.

## 5. Duties of NPC Members:

As a member of the NPC, you will be in a leadership role, responsible for leading and motivating BCA Members to engage with the organisation for the benefit of members.

This role requires individuals to make a strong commitment to the work of BCA, its members, and to the ethics, principles, practices and culture of the organisation.

NPC Members are required to:

* Act with reasonable care and diligence;
* Act in good faith in the best interests of BCA;
* Maintain confidentiality;
* Provide leadership for the development and monitoring of BCA's Public Policies;
* Attend and participate in all NPC meetings;
* Read and become familiar with all documents provided in support of the NPC's work;
* Participate in, and contribute to, sub-committees and working parties established under the umbrella of the NPC;

NOTE: NPC members representing NSW and the ACT will also be required to attend meetings of the NSW/ACT Coordinating Committee which provides an opportunity for exchange of information and to receive feedback from branch presidents.

## 6. Working Relationships:

### NPC Members:

NPC Members are directly accountable to the NPC Chair and to the BCA Board.

Those NPC Members who are elected as "State Representatives" are also accountable to BCA members in their State.

### BCA Staff

Staff are managed and supervised by the Chief Executive Officer. Any requests for staff assistance must be approved by the CEO.

## 7. Expectations of NPC Members:

### Leadership and governance

* Undertake the duties of NPC Members as set out in the BCA NPC By-Laws and Constitution;
* Ensure that all Public Policies developed and advocated by BCA match the mission and core values of the organisation;
* Abide by the BCA Code of Conduct, including respecting and maintaining privacy and confidentiality;
* Complete and report on assigned tasks within agreed timeframes;
* Take an active role in activities of BCA within your home State and nationally.

### Policy development and implementation

* Provide leadership in the development and implementation of BCA public policy;
* Provide support and advice to staff in the implementation of BCA policies where requested by the Chief Executive Officer.

### Building reputation and relationships

* Promote the benefits of BCA membership to people who are blind or vision impaired, both on an individual and group basis;
* Maintain effective relationships with organisations in the disability field within Australia and overseas.

### Communication and Administration

* Attend at least 80% of all NPC meetings held by telephone conferencing;
* Attend face to face meetings of the NPC;
* Be able to access email and respond to electronic documents on a regular and timely basis;
* Attend National and own State Conventions where possible.

## 8. Skills and experience:

### Essential

* Good communicator with proficiency in using email and other electronic communication;
* Ability to actively participate in teleconferences and other electronically based communications;
* Experience in providing leadership and motivating others;
* Experience developing policy;
* Ability and willingness to travel independently to attend face to face meetings and other events as required;
* Ability to work as part of a team.

### Desirable

* Project management experience;
* Experience working on voluntary committees.

Note: Where appropriate, BCA will support individuals to gain necessary skills and access to facilities to enable them to develop the above skills.

Approved

September 2018